

Job Opportunity

June 13, 2006

With CDA
it's not just
another job
it's a career!

DUTY STATEMENT

Please refer to
CDA8 #0506-640-011
on your application.

Applications will be
accepted until **FILLED**.

All applications will be
screened and only the
most qualified will be
interviewed

E-mail your application
and resume to:
careers@aging.ca.gov
or

for more information go
online to:
**[http://www.aging.ca.gov/
html/jobs/
career_opportunities.html](http://www.aging.ca.gov/html/jobs/career_opportunities.html)**
or

mail your information to the
address below:

**CALIFORNIA DEPARTMENT
OF AGING
HUMAN RESOURCES**

1300 National Drive,
Ste 200
Sacramento, CA 95834

TDD 1-800-735-2929

(916) 419-7525

(916) 928-2269



**APPLY NOW
CLICK HERE!**

General Auditor III

Full-Time Position

Salary: \$4,316.00 - \$5,247.00

Make a difference! Join the CDA Team working with programs that serve older Californians, family caregivers and adults with disabilities.

Audit Branch staff members perform compliance audits of State and federally-funded programs. These programs offer services and opportunities for older Californians, especially those at risk of losing their independence.

PROGRAM:

Under the direction of the Manager of the Audit Branch, the General Auditor III is the journey-level auditor, with minimal supervision, performs the more difficult and complex tasks in completing audit resolution of grants.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Perform financial-related and program audits of organizations receiving State and federal funding through CDA.
- Preliminary analysis and planning, including reviews of grantee's single audit reports, prior CDA audits/monitoring assessments, and closeout reports.
- Conduct onsite audits of grantee records and develop sound audit conclusions.
- Conduct research of legal and statutory requirements of each grant.
- Prepare written audit reports, supported by working papers, to inform grantees and management of audit results.
- Conduct post audit reviews of single audit reports and prepare management decisions as follow-up to findings.
- Research and prepare correspondence to grantees, CPAs, and other governmental agencies, as directed by management, in response to inquiries of technical assistance.
- Statewide travel, between 30 to 50 percent.

WHO MAY APPLY:

Applicants currently at the General Auditor III level or who have eligibility for appointment or transfer to this classification. Will consider General Auditor II. Priority consideration will be given to employees currently on a SROA list or employed by a department which has been declared by DPA to have surplus employees.

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

